



U.S. Bankruptcy Court Western District of Oklahoma

REQUIREMENTS

The U.S. Bankruptcy Court for the Western District of Oklahoma recently converted to Case Management/Electronic Case Filing (CM/ECF), a system for electronic filing and management of bankruptcy cases.

Attorneys wishing to use CM/ECF must be certified by the Court. Certification may be granted by successful completion of a training course or by certification of training in another bankruptcy court and successful completion of a filing exercise on-line. Additional information about certification and training will be posted on this website.

Minimum systems requirements for CM/ECF are:

- ✓ A computer
 - Running a standard platform, such as Windows or Macintosh; and
 - A minimum of 128 MB RAM (256 MB is recommended);
 - 20GB hard drive;
 - A Pentium equivalent or higher processor (Pentium II, 500 Mhz is recommended);
 - A scanner with a document feeder (200x200 resolution with a scan mode of black and white is recommended). Documents scanned in color will not be accepted for filing. The scanner should have a speed appropriate to the size and quantity of petitions filed by the user.
- ✓ Internet access (High speed or Broad Band internet access is beneficial to the user).
- ✓ Netscape 7.0 or Internet Explorer 6.0. (Successfully tested to work with CM/ECF and Pay.gov.)
- ✓ An email account.
- ✓ A PACER (Public Access to Court Electronic Records) account.
- ✓ PDF creating software (Corel WordPerfect's "Publish to PDF" command is not recommended due to the large size of files created.)
- ✓ Security software (Firewall and antivirus software is recommended). Security updates, operating system updates, and software patches should be kept up to date.

Routine maintenance and cleaning of the equipment according to the manufacturer's specifications is recommended. Dirty equipment can result in larger PDF sizes.